

Activity or area covered in the risk assessment: Coronavirus (COVID-19): Risk assessment for Critical Childcare (Fun House)	
Who will be affected by the activity (employees, pupils, clients, contractors, visitors, members of the public, etc.): Employees, pupils, parent/carers contractors	
Assessors name: Vikki Reader - Head Teacher	Review Date: Week beg 15 th February 2021 – unless significant changes to government guidance trigger an earlier review if required.

Note: This document outlines the general hazards, risks and control measures relating to Covid-19 in schools. This document covers the general risks to staff, pupils and others in council schools by its work activities in line with government guidelines.

This risk assessment does not supersede any current control measures or legal obligations relating to health and safety risk management. Any new Covid-19 control measures are reviewed in conjunction with existing specific work task and activity risk assessments.

Steps to Risk Assessment	
Identify the hazards	
Hazard:	A Hazard is something that can cause harm. For example; a protruding bolt from play equipment, falls from climbing apparatus, improper use of tools/ equipment or poor separation between traffic and pedestrians.
Evaluate the risk	
What harm could be caused?	What harm could come from the hazard. Such as; bruises, abrasions, head injury, minor/ major injury or fatality. In the case of COVID-19 this also extends to infection transmission.
How likely is the risk to occur?	What is the probability the incident will occur? Low, medium or high probability.
Who might be harmed?	Who will be affected by the activity (employees, pupils, clients, contractors, visitors, members of the public, etc.)?
Decide what precautions to put in place	
What are you already doing (Control measures)?	The existing control measures are what you already have in place. Such as; servicing and testing of equipment, staff training, personal protective equipment or staff supervision, etc.
Further action/ control measures required.	Further control measures are what you need to do to achieve an acceptable level of safety. Such as; elimination or substitution of a product, item or process, keeping items locked away/ out of reach or erecting a barrier, etc.
Remaining Risk Level (High, Medium or Low)?	What is the remaining probability of the risk occurring after all the control measures are applied? Low, medium or high probability. If a significant risk level remains, further assessment or control measures may be required.
Implement your findings	
Action by whom and when?	Nominated person to complete the action/s and the date they will achieve this by.

Identify the hazards	Evaluate the risk			Decide what precautions to put in place			Implement your findings
Hazard	What harm could be caused?	How likely is the risk to occur (High, Medium or Low)?	Who might be harmed?	What are you already doing (Control measures)?	Further action/ control measures required?	Remaining Risk Level (High, Medium or Low)?	Action by whom and when?
Health and Safety issues in the building	Injury from issues that build up during lower occupation.	Low	Anyone using the building	A risk assessment will be carried out to ensure that relevant levels of trained staff are identified and available.	<p>Refer to “managing school premises during the coronavirus outbreak” https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</p> <p>Fun House to be fogged midway through the day. Surface areas in St Johns House to remain decluttered.</p> <p>Enhanced daily contract cleaning of contact points, work surfaces, door handles, toilet areas, taps etc., all thoroughly cleaned and disinfected regularly.</p> <p>Deep cleaning of all downstairs areas of St Johns House to take place every Friday afternoon.</p> <p>Detailed site check and main build checks to continue on a weekly basis. Statutory inspections up to date.</p> <p>Grounds maintenance have confirmed they are still able to work where essential work is required.</p> <p>Arrangements in place for all visitors, contractors, deliveries – protocols and expectations explained. (Covid Policy)</p> <p>Lift not to be used by people.</p>	Low	HT/FBM/ GS Fun House Team.

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Fire Safety	Serious injuries or multiple fatalities from fire	Low	Anyone using the building	Fire Risk Assessment reviewed and updated if necessary	<p>Refer to “fire safety in new and existing school buildings” https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings</p> <p>Fire alarm check/drill fortnightly for Fun House.</p> <p>Evacuation routes checked – any variance to normal fire drill communicated to staff/pupils.</p> <p>Doors wedged open to increase ventilation and air flow accordingly. Windows open/ajar where possible.</p> <p>Windows/doors shut immediately on fire alarm sounding.</p>	Low	HT/FBM
Cleaning and Hygiene	Transmission of Covid 19 resulting in potential serious injury or death	Medium	Anyone using the building and anyone in their households	<p>Priority given to:</p> <ul style="list-style-type: none"> - Frequently touched surfaces and Fun House Provision. - Main building to have another deep clean – all areas and classrooms ahead of reopening. <p>Cleaning staff to wash hands and sanitise upon arrival at school.</p> <p>Fun House to remain decluttered, surfaces clear.</p> <p>Daily Waste disposal.</p>	<p>Refer to guidance on “cleaning non-healthcare settings” https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Information posters and signage in all used areas of St Johns Fun House and by washing facilities. Posters on car park fences.</p> <p>Main Fun House rooms to be fogged midway through the day.</p> <p>Enhanced daily contract cleaning of contact points, work surfaces, door handles, toilet areas, taps etc., all thoroughly cleaned and disinfected regularly.</p> <p>St Johns to have supplies of anti-bac spray/cloths, anti-bac wipes, paper towels, soap. Supplies to be topped up during before and at the end of each day. All bins to have bin liners. Daily bin emptying – any potential contamination bagged and stored separately for 72 hours.</p>	Low	<p>HT/FBM</p> <p>Contract Cleaners</p> <p>Fun House team</p>

					<p>Pupils are to be taught good handwashing and hygiene principals. Pupils self-clean where possible (e.g. responsible for own stationary materials, take home packed lunch waste). Handwashing signage by all sinks.</p> <p>Fun House resources regularly cleaned. Resources not easily cleaned not to be used.</p> <p>PUPILS are NOT allowed to bring in toys from home.</p> <p>Pupils/staff allowed to bring hand cream to school.</p>		
Managing a confirmed case	Transmission of Covid 19 resulting in potential serious injury or death	Low	Anyone using the critical childcare provision and anyone in their households	<p>Temperature of children taken on arrival and midway through the day.</p> <p>Enhanced cleaning</p> <p>Social distancing expectations shared with staff and children.</p> <p>Parent/carers aware that any known breach of lockdown legislation off the school site could result in their child place being removed.</p>	<p>Follow the Positive Covid protocol, which can be found in all office spaces within the school and the main Fun House rooms. This outlines the following but also who is responsible etc.</p> <ol style="list-style-type: none"> <u>1) Contact local health protection team and follow guidance accordingly.</u> (appendix 1) Rapid risk assessment undertaken – confirm close contacts. Close contacts to self-isolate/sent home, advising to self-isolate for 14 days since last close contact. <p>MAINTAIN LOCAL RECORDS OF WHO SENT HOME. School DOES NOT need to ask pupils to record everyone they spent time with each day. Send letter home (PHE template available). DO NOT share names/details of people with Covid-19. If schools have 2 or more confirmed cases within 14 days or an overall rise in sickness absence where Covid-19 is suspected, work with PHE who will advise on additional actions (e.g. wider self-isolation).</p>	Low	HT/FBM
Procedure following a Suspected Case	Transmission of Covid 19 resulting in potential	Medium	Anyone using the building and anyone	Thoroughly clean all areas that the person has been in and if advised deep clean affected areas.	<ol style="list-style-type: none"> 1) Ensure child/staff member isolates at home for 10 days from when symptoms started. The rest of the household need to isolate for 14 days. 	Low	HT/FBM Contract Cleaners

	serious injury or death		in their households	<p>Ensure children do not return to the spaces used by the person with symptoms until a deep clean has been carried out.</p> <p>Launder any fabric items on hottest temperature</p> <p>Dispose of any contaminated items than cannot be washed</p> <p>Inform all critical childcare parent/carers that there has been a suspected case and of the outcome, once known.</p>	<p>2) Contact PHE HPT on 03442253861 to notify of single case. On contacting PHE the answer message will say ‘suspected cases’ contact NHS 111 – schools should ignore this message and wait for the ‘options buttons’ – PHE do want suspected cases in schools reported to them.</p> <p>3) Advise anyone with symptoms in the bubble to be tested. If negative, test all return to normal and stop self-isolation, so long as it is past 72 hours from onset of symptoms.</p> <p>4) If confirmed contact PHE HPT to confirm case. Inform LA comms (01983 823793 and/or media@iow.gov.uk).</p> <p>Consider decontamination and sterilisation measures as advised by PHE.</p> <p>Contract cleaners to clean as advised by PHE.</p> <p>Ensure staff aware of controls and processes.</p> <p>Arrangements for accessing testing – all staff/pupils in affected bubble (via nhs.uk/coronavirus) School have a few sets if a person is unable to access a test quickly.</p> <p>Thoroughly clean Fun House Isolation Room (staff pigeonhole and spare school uniform room), if used, whilst in isolation.</p> <p>Supervising staff wear PPE within Isolation Room.</p>		Fun House Staff
Movement around St Johns House	Transmission of Covid 19 resulting in potential serious injury or death	Low	Anyone using the building and anyone in their households	The numbers of children attending critical childcare make one bubble currently.	Refer to guidance on “full opening of schools” https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	Low	HT/FBM All Staff

					<p>Staff are advised to wear a facemask or face shield when working in the Fun House.</p> <p>Children to sit well apart and with siblings on arrival and whilst they have their magic breakfast to ensure that no close contact has happened prior to the morning temperature check. (Due to very cold temperature outside – readings not reliable before they enter the building).</p> <p>Children not to sit facing one another when completing table based activities.</p> <p>Children to use their own stationary set and Fun House resource pack and not bring in things from home.</p> <p>Children may work on the carpet as a group but keep the same considerations in mind, facing forwards and not cramped.</p> <p>Corridor and access doors wedged open (on approval from HT) to aid movement, reduce contact with door handles and increase air flow/ventilation.</p> <p>Evacuation routes confirmed. Clear signage on doors/walls.</p>		
Use of space and resources around the site	Transmission of Covid 19 resulting in potential serious injury or death	Medium	Anyone using the building and anyone in their households	<p>Staff must comply with government/school guidance regarding hand washing and social distancing whilst on the school site. Ensure there is social distancing where practicably possible.</p> <p>If necessary, the beginning and end of</p>	<p>Fun House control measure, Fun House team to open windows and prop doors ajar on arrival, cleaners to close them in the evening.</p> <p>Allow time for the children to leave/move from one space to another gradually to reduce/eliminate pinch points.</p> <p>Non-contact measures in place (e.g. during PE/break times), decluttered rooms, strict hand/hygiene measures throughout school day, comprehensive self-cleaning and contract cleaning routines, provision of PPE where necessary, provision of cleaning</p>	low	HT

			<p>the day will be staggered to promote social distancing.</p> <p>Social distancing in the Fun House is achieved by:</p> <ol style="list-style-type: none"> a. Avoiding contact with anyone showing symptoms b. Frequent handwashing c. Good hygiene practice d. Regular cleaning of setting 	<p>and hygiene materials in all classrooms/spaces, appropriate signage.</p> <p>On entry, the Fun House pupils go straight to their assigned space for magic breakfast ahead of their temperature checks.</p> <p>Individual pupil resources not shared (stationary kit etc.).</p> <p>Shared equipment (e.g. laptops) - clear cleaning/hygiene procedure is in place, if this is not considered sufficient for any reason the staff team will leave it unused for 48 hours – 72 hours)</p> <p>Ideally, adults should maintain 2-metre distance from each other and from children, accepting this may not be possible with younger children/SEND. Avoid face-to-face contact and minimise time spent within 1 metre of anyone.</p> <p>Outdoor equipment cleaned/wiped after use. Music – instruments to be cleaned before and after use.</p> <p>Ventilate room by opening doors/windows before, at lunchtime and afterschool. Maximise time outside (At least one lesson per day). Reduce exposure rate opportunities.</p> <p>Children must arrive wearing appropriate warm outdoor forest school clothing and footwear every Friday.</p> <p>Handwashing hygiene at all times (aim to wash hands at least 5 times/day). Avoid touching face with hands.</p> <p>Trips off site NOT allowed.</p> <p>Staff to have lunch/comfort breaks with the children and remain 1-metre distance apart.</p>		
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					<p>Staff from different bubbles (Fun House, SLT Admin staff) should not to congregate in indoor spaces before, during or after the school day.</p> <p>Teachers should not meet in person for the purpose of planning etc.</p> <p>Children are now permitted to sing and perform but staff must follow the strict guidelines.</p> <p>Unless something is urgent/an emergency, office based staff should not enter the Fun House and vice versa, to minimise cross contamination.</p> <p>Only non-bubble based staff are permitted to enter the school office spaces. Any phone calls home etc. are to be made using the phone in JC office.</p> <p>An isolation room (spare uniform and staff pigeonhole room – St Johns) is to be used should a child develop symptoms. PPE will be available in this space. Procedure for use of PPE in place.</p> <p>If a pupil or staff member develops symptoms compatible with coronavirus, they should be sent home to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and pupils will have access to a test if they display symptoms. In the event of a negative test they can return to the school/end self-isolation (so long as initial symptoms were more than 72 hours prior). If the test is positive, the rest of their Fun House ‘bubble’ and anyone in contact with that bubble will be sent home and self-isolate for 14 days. Public Health England will advise schools on any other appropriate action – closure of the whole school will not generally be necessary. PHE will also advise on any need to deep clean.</p>		
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					All waste from home produced packed lunches is to be returned to lunch boxes and taken home. There is to be no sharing of lunch boxes.		
Inadequate staffing levels and inappropriate group sizes	Harm to children resulting from inadequate supervision	Low	Children	<p>Ensure safe adult/pupil ratios.</p> <p>Staff will work as part of a team in the Fun House bubble.</p> <p>Staff are expected to be available to teach in the Fun House, unless otherwise agreed with HT.</p> <p>(section 44 can only be used on an individual basis)</p>	<p>Refer to guidance in “full opening - schools”</p> <p>Class furniture facing forward (no child sitting facing another – side on).</p> <p>All staff who are self-isolating must complete an ISOLATION NOTE which can be completed on the GOV.UK website and return this to the HT/FBM immediately, or as soon as is practicable.</p> <p>Managing a confirmed case at workplace or school of relative staff member. Unless relative is showing symptoms no need to self-isolate from Oakfield – eliminate unnecessary contact with family member who has been in affected bubble.</p>	Low	HT/FBM
Support for SEND and Behaviour	Transmission of Covid 19 resulting in potential serious injury or death	High	Anyone using the building and anyone in their households	All appropriate individual measures in place.	<p>Refer to guidance in “full opening - schools”</p> <p>SEND pupils entitled to ‘full education offer’.</p> <p>Separate COVID-19 pupil risk assessments as required (template provided) particularly when social distancing not possible.</p> <p>Liaise with local authority – instigate phased return response and reduced timetable if required. Use social stories to help support pupils with SEND cope.</p> <p>Behaviour policy addendum in place. All children must be able to consistently keep themselves and others Covid safe to access the critical childcare/Fun House Bubble.</p>	Low	HT
School rules and routines including taking	Transmission of Covid 19 resulting in potential	Medium	Anyone using the building and anyone	As per individual school	<p>Refer to guidance in “full opening - schools”</p> <p>Parents aware of entry/exit routes, timings and protocols.</p>	Low	HT

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<p>marking home, school uniform, picking up and dropping off children and visitors</p>	<p>serious injury or death</p>		<p>in their households</p>		<p>Oakfield Primary COVID safe visitor information signs are on display at the car park pedestrian gate.</p> <p>Limit transfer of resources/homework between school and home.</p> <p>Outside school, normal social distancing measures apply. Any family known to disregard government legislation, which aims to keep themselves and others safe, may have their childcare place withdrawn.</p> <p>Children’s books/work NOT be taken home by teachers and there will be limited physical marking in ‘books’ expected from teachers. Other more effective feedback methods are used at Oakfield irrespective of Covid measures.</p> <p>Pupils to drop off/pick up at designated times.</p> <p>Parent/Carers must keep a minimum distance of 2 metres apart whilst waiting before and after school. No parents beyond access points without booked appointment, or risk assessed benefit to an individual child. Measures to prevent contact or mixing between households may have to be reviewed if families do not follow safe social distancing expectations – School to continue to reinforce this and respond accordingly.</p> <p>Only visitors that are considered essential/their visit is invaluable to supporting and having an impact on an individual child, will be permitted into the school, by prior agreement with the HT. The school must have a copy of that ‘organisations risk assessment’</p> <p>Contractors to wear face masks when indoors.</p>		
<p>Failing to communicate changes to staff and parents</p>	<p>Transmission of Covid 19 resulting in potential</p>	<p>Low</p>	<p>Anyone using the building and anyone</p>	<p>Parent Mail surveys</p>	<p>Refer to guidance in “full opening - schools”</p> <p>Regular emails between SLT and KS teacher emails to families via Parent mail and Facebook.</p>	<p>Low</p>	<p>HT</p>

	serious injury or death		in their households		Parent/Carers have been given the extension number to be able to phone the Fun House should they have any questions about their child whilst they are critical childcare.		
Pupil and staff medical, wellbeing and mental health	People experiencing mental health issues, either new or exacerbating existing one	Medium	Staff and pupils	<p>Staff experiencing symptoms of COVID-19 must get a test and self-isolate for either 72 hours from onset of symptoms if result is negative or 14 days if positive.</p> <p>If someone in a household experiences symptoms of COVID-19 the rest of the household should self-isolate for 14 days from the day when the first person became ill.</p> <p>Staff who have an underlying health condition should be practicing 'social distancing'.</p> <p>Medical advice</p>	<p>Refer to guidance in "full opening - schools"</p> <p>All staff told by SLT that if they can be at home, they are expected to be at home. SLT have ensured tight adherence to the Government criteria for being able to access critical childcare to ensure that only children who cannot be cared for at home are in school.</p> <p>Ensure those who have Covid-19 symptoms, or who have someone in their household who does, do not attend school. Staff and parent/carers have a duty of care to inform school or any know cross contamination risks.</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature (above 37.8 degrees C), or has a loss of or change in, their normal sense of smell (anosmia), they must be sent home and advised to follow 'stay at home' guidance for households with possible or confirmed Covid-19 infection (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)</p> <p>If a pupil or staff member develops symptoms, they should be sent home to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. In the event of a negative test, they can return to the school/end self-isolation (so long as it is 72 hours post initial symptoms). If the test is positive, the rest of the class/those in that 'bubble' and anyone in close contact will be sent home to self-isolate for 14 days – closure of the whole school will not generally be necessary. PHE will also advise on any need to deep clean.</p>	Low	HT

					<ul style="list-style-type: none"> • Close contact means: <ul style="list-style-type: none"> a. Direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation or unprotected physical contact (skin to skin). b. Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. c. Travelling in a small vehicle, like a car, with an infected person. <p>Arrangements for informing parents in place.</p> <p>The school has accurate non-contact thermometers.</p> <p>Arrangements for virtual staff meetings/briefings are in place to regularly update all staff and fulfil essential CPD.</p> <p>Staff absence, reporting and recording remain in place. Staff to contact TT. Cover arrangements determined.</p> <p>Staff reminded of helpline and website support available through LA SLA.</p> <p>All staff and pupils expected to work in the Fun House, unless specific medical advice dictates otherwise.</p> <p>Other children/staff with an underlying health condition may return to school – we will carry out an individual risk assessment for such children and staff. These risk assessments may amend school procedures (such as restrict areas of the site these people may go or the interactions they may have). Individual risk</p>		
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					assessments/health care plans will be agreed with parents/staff before they enter the school site.		
Staffing Activity – Home Working	Bringing COVID-19 into your household	Staff and their households	Low	<p>High standards of personal hygiene to be maintained at home, if necessary and practical self-isolate within the home.</p> <p>Staff should stay in regular contact with the HT/FBM and inform them immediately if their circumstances change and are no longer fit for work.</p>	Staff taking their laptop/device home must ensure that is kept safe and the information kept confidential under GDPR by using password protection and encryption as far as possible.	Low	<p>HT/FBM</p> <p>All Staff</p>
Provision for Pupils at Home	<p>Loss of learning</p> <p>Strained relationships</p> <p>Mental health</p>	Medium	<p>Pupils</p> <p>Families</p>	<p>Teachers will ensure pupils have access to online provision, which is provided via Parent mail, through the website or virtual learning platforms.</p> <p>Hard copies of resources are available from school and can be collected on Wednesday mornings at the same time as bagels and resources needed from the 'Top up Table'.</p>	<p>Provision of IT to pupils who do not have access if required, in line with government timescales.</p> <p><i>Home learning on its own unlikely to provide education required for vulnerable pupils to close learning gaps.</i></p> <p>Increased safeguard vigilance on return of pupils. Report via CPOMS/reporting method.</p> <p>Remote/Blended Learning plan in place: EYFS/KS1 – Grid method for negotiated learning approach, daily phonics additional activities and links shared via Tapestry. KS2 – Google Classroom for developing self-study skills, Twinkl Go, spellings, specialist teacher planned sessions (pm), 1:1 tuition accordingly. Whole School – Live morning registration with teachers, worship on the web, workshop opportunities, live story/song time every afternoon. Key Stage emails for families to contact teachers. ITsupport@oakfieldcepri.iow.sch.uk for families to use set up.</p>	<p>Low/ Medium</p> <p>Depends on parental confidence /capacity to support once at home</p>	<p>HD/ Teachers</p> <p>Admin staff</p>

Pupil Attendance	<p>Exposure to pupils and staff who may carry the COVID-19 virus.</p> <p>CME</p>	High	<p>Anyone using the building and anyone in their households</p>	<p>Statutory attendance</p>	<p>Parents/carers are expected to register their children online each day. Teachers to ensure that they have an appropriate background when 'live' with the children and are advised to use a google meets background.</p> <p>Consistent absence will be followed up with a wellbeing check from Suze Keynes or Sarah Rowe in the first instance. .</p> <p>Encourage all vulnerable pupils to attend school if able.</p> <p>Encourage pupils to walk to school, avoid public transport, and avoid congregating or breaching social distancing to/from school.</p> <p>Staff/pupils bring a water bottle and hand cream.</p>	Low	<p>Admin staff</p> <p>SLT/ Teachers</p>
Safeguarding	<p>CME</p> <p>Possible abuse/neglect</p>	High	<p>Pupils</p> <p>Families</p>	<p>DSL on site.</p> <p>SK contacted and informed of any new safeguarding concerns</p>	<p>Parents/carers are expected to register their children online each day. Consistent absence will be followed up with a wellbeing check from Suze Keynes or Sarah Rowe in the first instance.</p> <p>Teachers to ensure that they attend 'live' sessions, including virtual staff meeting or briefing in a confidential space where other occupants of the household are not in the same space.</p> <p>Wellbeing concerns shared by parents must be passed on to Suze to respond to in the first instance.</p> <p>LAC team providing a remote service: 01962 835227/835229</p> <p>Safeguarding concerns to be reported via CPOMS.</p> <p>Staff refresher training as required. CPP policy addendum in place.</p>	Low	<p>All staff</p> <p>HT DSL SR</p>



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Appendix 1

PHE South East Health Protection Team:
Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings
Version 3.0 Date 2/9/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in educational settings, as well as other infectious diseases.
If you have any infection control concerns or questions please call the Hampshire and Isle of Wight Health Protection Team on 03442253861 (0844 967 0082 out of hours). If the matter is not urgent you can also email HICW@phe.gov.uk
GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance
TESTING: Visit nhs.uk/ask-for-a-coronavirus-test

